

**Safeguarding Report Form (submit to Field Meetings Organiser)**

To be completed as fully as possible if you have concerns regarding an individual.

If it is safe to do so, it is important to inform the individual about your concerns and that you have a duty to pass the information onto the Safeguarding Officer (safeguarding@lnhs.org.uk). The Safeguarding Officer will then look at the information and start to plan a course of action.

| Section 1 – Details of individual (you have concerns about)   |               |
|---|---------------|
| Name of individual  |               |
| Address   |               |
| Date of Birth/ Age  |               |
| Is this individual an adult or a young person?  |               |
| If the individual is a young person, insert name of parent/guardian and relationship to the individual  |               |
| Contact number  |               |
| Emergency contact if known  |               |
| Consent to share information with emergency contact?  |               |
| Section 2 – Details of the person completing this form/ Your details  |               |
| Name  |               |
| Contact phone number(s)   |               |
| Email address   |               |
| Your role in the LNHS (if any)  |               |
| Section 3 – Details of concern  |               |
| Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the individual is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.) |               |
| Date/ Time  | What happened |
|   |               |
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| <b>Section 5 – Details of the person thought to be causing harm (if known)</b>   |  |
| Name   |  |
| Address  |  |
| Date of Birth/Age  |  |
| Relationship/connection to individual  |  |
| Role in organisation   |  |
| Do they have contact with other individuals at risk in another capacity? E.g. in their work/family/as a volunteer  |  |
| <b>Section 6 - Have you discussed your concerns with the individual? What are their views, What have they stated about what they want to happen and what outcomes they want?</b> |  |
|  |  |
| <b>Section 6A – Reasons for not discussing with the individual</b>   |  |
| Discussion would put the individual or others at risk. Please explain:   |  |
| Individual appears to lack mental capacity. Please explain:  |  |
| Individual unable to communicate their views. Please explain:  |  |
| <b>Section 7 – Risk to others</b>  |  |
| Are any adults at risk? Yes/No/Not known – delete as appropriate   |  |
| If yes please fill in another form answering questions 1-6   |  |

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|--|---|
| Are any children at risk?      Yes/No/Not known Delete as appropriate<br>If yes please fill in a safeguarding children referral form and attach to this. |   |
| Section 8 – What action have you taken if any /agreed with the individual to reduce the risks?   |   |
| Actions by club: e.g. person causing harm suspended, session times changed.  |   |
| Section 9: Other agencies contacted  | Who contacted/reference number/contact details/advice gained/action being taken |
| Police   |   |
| Local Authority  |   |
| Other – please state who and why:  |   |
| Section 10: Contact with Safeguarding Officer/others within the club   |   |
| Who else has been informed of this issue? – and what was the reason for information sharing  |   |
| Consultation with Safeguarding Officer   | Dates and times   |
|  |   |
|  |   |
|  |   |
| Completed Form copied to Safeguarding Officer; Date and time   |   |
| Signed:  |   |
| Date:  |   |

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|---|
| Section 11 – Sharing the concerns (To be completed by Safeguarding Office)  |
| Details of your contact with the individual. Have they consented to information being shared outside of the LNHS? |

Details of contact with the Local Authority Safeguarding Team/ multi-agency safeguarding hub where the individual lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

**Change Log**

APPROVED by Council February 2026. For review 2028